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AUTHOR Snapp, Jane
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ABSTRACT

Supporting performance objective 79 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing and correcting spirit masters are included in this packet. (The packet is the twelfth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, a learning activity, two check-out activities, and an instructor's evaluation guide for each check-out activity. The instructor's manual includes a list of entering behaviors, terminal objectives, and required materials and equipment; an answer key for the posttest; and a filmstrip narrative. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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TYPING
SPIRIT MASTERS

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 79 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

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Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

"Typing Spirit Masters" is a filmstrip program designed to teach the techniques and procedures for preparation of spirit masters for the spirit duplicator.

The following items list your objectives for the program on typing the spirit master:

1. You will be able to identify the following items used for producing spirit masters and be able to explain the use of each:

   a. Master unit
   b. carbon paper
   c. correction blade
   d. correction pencil
   e. correction tape
   f. eraser
   g. mimeoscope

2. Given information to type, you will demonstrate your ability to type a master in perfect form making proper corrections.

PROCEDURE

Complete the pretest.
View the filmstrip program entitled: "Typing Spirit Masters".
Complete the post-test.
Complete Learning Activity No. 1 in the *Student's Manual.*
Complete Check-Out Activity No. 1 in the *Student's Manual.*
Complete Check-Out Activity No. 2 in the *Student's Manual.*
Have each activity evaluated by your instructor before continuing to the next activity.

Name _____

Typing Spirit Masters

PRE-TEST

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer Column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type?	1. Yes-No	
2. Do you know how to operate the following parts of a typewriter?	2.	
(a) paper release lever	a. Yes-No	
(b) backspace key	b. Yes-No	
(c) paper edge guide	c. Yes-No	
(d) paper bail rollers	d. Yes-No	
(e) margin setting mechanism	e. Yes-No	
3. Can you clean the type face of a typewriter?	3. Yes-No	
4. Do you know how to make erasures on typed material?	4. Yes-No	
If you answered No to any of the above questions, check with your instructor. If you answered Yes to all questions, continue with this pretest.		
5. Spirit duplication may also be known as ____ or ____ duplication.	5. _____ _____	fluid or liquid
6. Before typing a spirit master, you must first remove the ____ sheet.	6. _____	cushion
7. The stencil process of duplication is based on a reaction between the fluid in the duplicator and the ____ on the back of a spirit master.	7. _____	carbon
8. Before typing a spirit master, you should first ____ the typewriter keys.	8. _____	clean
9. The master unit is inserted with the (open, closed) end first.	9. _____	open
10. Errors are corrected on the (back, front) of a spirit master.	10. _____	back

Fold Here

Name _____

Evaluation _____

Typing Spirit Masters

POST-TEST

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, submit this sheet to your instructor for evaluation.

Questions	Your Answer	Acceptable ✓	Not Acceptable ✗
1. Spirit duplication may also be referred to as____ or____ duplication.	1._____	+6	-6
2. The spirit process of duplication is based on a reaction between____ and a duplicating fluid.	2._____	+6	-6
3. When you type or write on a spirit master, carbon is deposited on the (back, front) of the master.	3._____	+6	-6
4. Before you begin to type a spirit master, you should ____the keys on the typewriter.	4._____	+6	-6
5. Before the master unit is inserted into the typewriter, you should remove the _____.	5._____	+6	-6
6. Insert the master unit into the typewriter (open, closed) end first.	6._____	+6	-6
7. It is the (back, front) of the spirit master that will be duplicated.	7._____	+6	-6
8. Errors are corrected on the (back, front) of the spirit master.	8._____	+6	-6
9. When a correction is made on a spirit master, you should insert an unused piece of____ at the point of the correction.	9._____	+6	-6
10. A sharp instrument is used in the correction process to remove the carbon error. Give one example of an instrument that may be used to remove the carbon.	10._____	+6	-6
11. Remember to____ the spirit master before removing it from the typewriter.	11._____	+6	-6

		✓	✗
12. A correction___ may be used to correct errors on a spirit master. This method replaces the master's original coating at the point of the error.	12. _____	+6	-6
13. Correction___ is an efficient method of correcting large errors. If necessary, corrections are typed over this material.	13. _____	+6	-6
14. It is possible to reproduce color on the spirit master by using colored___.	14. _____	+6	-6
15. The carbon sheet should be placed carbon side (up, down) behind the master being typed.	15. _____	+6	-6

LEARNING ACTIVITY NO. 1
for
Typing Spirit Masters

You will need a spirit master, an eraser, a correction blade, correction tape, and a correction pencil.

Type the words exactly as shown below on a spirit master which you should insert correctly into the typewriter.

TYPE:

1. fond
2. pride
3. hit
4. June
5. typewriters
6. typewriting

After typing the above words on a spirit master, make corrections as directed below:

1. Change fond to find using a correction blade and an eraser.
2. Change pride to price using a correction blade and eraser.
3. Change hit to hot using a correction blade and a correction pencil.
4. Change June to Jane using a correction blade and a correction pencil.
5. Change typewriters to typewriter using correction tape.
6. Change typewriting to handwritten using correction tape. . . cover the entire word with tape and retype the new word on the tape.

SUBMIT THIS MASTER FOR EVALUATION. IF POSSIBLE, DUPLICATE THE MASTER TO CHECK THE QUALITY OF YOUR WORK.

CHECKOUT ACTIVITY NO. 1
for
Typing Spirit Masters

You will need a spirit master and the necessary supplies for making correction on a spirit master. You may use any method--eraser, correction pencil, or correction tape--that you wish.

Type the following memo on a spirit master.

Proofread the memo and correct any errors that you may make before removing the master from the typewriter.

Center and type the title in all caps: MEMORANDUM

Information for guide words:

to all staff members
from Personnel Director
use the current date
Subject: A new payroll policy to begin in January

Paragraph 1:

Beginning ~~with the month of~~ in January of this year, our company will incorporate a payroll policy.

Paragraph 2:

Instead of receiving a monthly paycheck as in the past, each employee will ~~instead~~ receive two checks per month. These checks will be issued on the 15th and the last day of each month. If these dates fall on a weekend or holiday, your check will be issued on the last working day before that date.

Paragraph 3:

If you have any questions about the new policy, please contact the Personnel Director, Mr. James Green, in room 198.

SUBMIT THIS MASTER TO YOUR INSTRUCTOR FOR EVALUATION.

CHECKOUT ACTIVITY NO. 2
for
Typing Spirit Masters

You will need the following materials:

a master unit
correction supplies of your choice
typewriter
colored carbon
styli (as available)

Demonstrate your artistic ability using colored carbon and a variety of styli to develop an attractive piece of stationery.

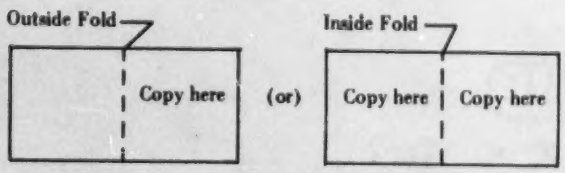
Below you see examples of styles that may be developed. Be sure to prepare a guide copy, if the stationery piece is to be folded, so that you will place the copy in the correct position. There are several fold choices. Use the one that suits your copy.

Performance Guide:

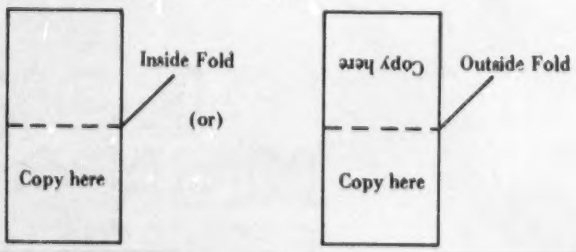
1. Prepare a layout copy of what you expect to duplicate.
2. Using a light table, trace the placement marks on the master sheet.
3. Place the carbon under the master sheet and retrace the copy using color of carbon where desired.
4. Styli can be used for different effects. Shading plates may also be used. The uses of these items are covered in the program on preparing stencils. You may wish to review that slide-tape program first.
5. Duplicate the master.
6. Redo if necessary for perfect copy.

Examples of layouts and folds:

For Left Fold to produce 5½ x 8½ piece:



For Top Fold to produce 8½ x 5½ piece:



There are numerous other layout and fold selections. Decide which ones suit your needs. Use your imagination!!

Name _____

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

Instructor's Evaluation Guide
for

TYPING SPIRIT MASTERS

ACTIVITY CHECK-OUT ACTIVITY NO. I	Evaluation	
	Acceptable	Unacceptable
In typing Spirit Masters, the Student:		
1. Used specified format.		
2. Made necessary typewriter adjustments.		
3. Inserted master set correctly.		
4. Corrected all errors.		
5. Had no smudges or fingerprints on finished copy.		

Name _____

Instructor's Evaluation Guide
for

TYPING SPIRIT MASTERS

PERFORMANCE CRITIQUE:

Excellent . . . . . .___
Good . . . . . .___
Fair . . . . . .___
Needs Improvement . . .___

ACTIVITY CHECK-OUT ACTIVITY NO. 2	Evaluation	
	Acceptable	Unacceptable
In typing Spirit Masters, the Student:		
1. Used specified format.		
2. Made necessary typewriter adjustments.		
3. Inserted master set correctly.		
4. Corrected all errors.		
5. Had no smudges or fingerprints on finished copy.		

TYPING
SPIRIT MASTERS

INSTRUCTOR'S MANUAL

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INTRODUCTION

This is a filmstrip program developed for use in typing classes to prepare students for the task of typing spirit masters.

Learning to type spirit masters is accountable in the typing class, because a typist must be familiar with the preparation of all types of original and master copies. The typist may be required to prepare materials that will be duplicated in a central duplicating department; therefore, it is not a requirement for this program that the student actually duplicate the masters that are typed in the activities provided in this unit of instruction.

ENTERING BEHAVIORS

The learner should be able to operate the following equipment before attempting this program on an individualized basis:

1. a filmstrip projector
2. a cassette tape player
3. a typewriter

The learner must know how to type using the typewriter available for use in this program, how to clean the keys (or element) of the typewriter properly, and have a working knowledge of the operable parts of the typewriter.

TERMINAL OBJECTIVES

The learner will demonstrate an ability to type a spirit master in perfect form on the following points:

1. placement
2. no typographical errors
3. proper use of duplicating materials
4. proper correction techniques

The learner will identify the following items and their uses:

1. carbon paper
2. master unit
3. correction blade
4. correction pencil
5. correction tape
6. eraser
7. mimeoscope or light table (if available)

REQUIRED MATERIALS & EQUIPMENT

The instructor should have on hand the following materials for completion of this program.

Allowances can be made for materials that are not available by making adjustments in the post-test and the check-out activities.

1 filmstrip projector
1 cassette tape player
1 typewriter for each student
3 spirit masters for each student
several examples of colored carbon paper
correction blade
correction tape
erasers
correction pencil
mimeoscope (optional)
spirit duplicator (optional)

Instructor's Answer Sheet
for
Typing Spirit Masters
Post-test

1. fluid or liquid
2. carbon
3. back
4. clean
5. cushion sheet
6. open
7. back
8. back
9. carbon
10. Answers may be: a pen cap, a razor blade, a correction blade
11. proofread
12. pencil
13. tape
14. carbon
15. up

NARRATION

Typing Spirit Masters

1. Title

2. Credit

3. Spirit duplication, also known as fluid or liquid duplication is an inexpensive and simple process for producing 10 to 500 copies.

4. The spirit process of duplication is based on a reaction between carbon and a duplicating fluid.

5. When you type on a spirit master, carbon is deposited on the back of the master.

6. The typed master is placed carbon side up on the cylinder of the duplicator. As the cylinder rotates, a wick, which is saturated with the duplicating fluid, dampens the surface of the copy paper.

7. Carbon particles from the master are transferred to the damp surface of the copy paper as it is forced between the cylinder and the pressure roller.

   The amount of the carbon being transferred determines the quality of the final copy and also how long the master will last. For example, if the fluid control is on high, the copy paper picks up a maximum amount of carbon. When the carbon deposits are depleted, the master will produce no more copies.

8. The number of copies that a master will produce also depends on the quality of the typed master.

9. When you are ready to type a master for spirit duplication, make sure that your typewriter keys are clean. You may use any one of the cleaning procedures recommended by your instructor. You may also wish to review the procedures of cleaning your typewriter by using the filmstrip program, "Maintaining Office Equipment."

10. A preassembled master unit is composed of three parts:
    1. a carbon sheet
    2. a cushion sheet
    3. the master sheet

11. Before typing on a spirit master, you must first remove the protective cushion sheet. This cushion sheet prevents the master from coming in contact with the carbon before you are ready to use the master.

12. Insert the master unit into the typewriter, open end first. This procedure makes erasing easier since one end of a carbon pack is usually closed.

13. Center the master unit as you would any other sheet of paper and make all necessary machine adjustments required for a particular material you will be typing.

14. As you type on the master unit, you will notice that what you type is transferred to the front of the master just as it appears on a regular sheet of typing paper.

15. It is the reverse side of the master, however, that will transfer to the copy paper during duplication. The back of the master is picking up carbon deposits in mirror image. This means that before you could actually read what is on the backside of the master, you would have to hold it up to a mirror.

16. Any corrections that must be made on the master will be made on the back of the master where the carbon deposits are. It is not necessary to make any corrections on the front of the master.

17. Pull the master forward and place the area needing correction on a flat surface of the typewriter, preferably the paper table. Using a suitable scraping instrument, carefully remove the carbon deposits.

18. Special instruments for removing carbon such as the one shown here, may be purchased at duplicating supply stores.

19. However, if you do not have a special instrument available, a razor blade, ink pen cap, or other sharp instrument is suitable.

20. Once the carbon deposit is removed, you should gently "pick" the remaining carbon from the master's surface using a soft, non-abrasive eraser. It is not necessary to completely remove the ghost image left by the carbon—this image will not reproduce.

21. Another method of correcting errors on a spirit master is to first remove the carbon with the correction blade, and then rub over the errors with a correction pencil. This pencil contains a substance similar to the coating on a spirit master.

22. Correction tape can also be used to correct errors on the spirit master.

23. This tape has an adhesive backing. Cover the error by pressing the tape onto the master over the error.

24. The carbon in a master unit can be used only once. Therefore, when you make a correction, you must place a new piece of unused carbon at the point of correction. Keep a supply of carbon pieces on hand for this purpose.

25. After erasing the error, pull the master forward and place the new carbon piece, carbon side up, at the point of the erasure.

26. Then type the correction. Remove the piece of carbon before you continue typing.

27. Proofread the master before it is removed from the typewriter. Proofreading is easier than having to realign the master unit for corrections after it has been removed from the typewriter.

28. It is possible to duplicate color on the spirit duplicator by placing the desired color of carbon behind the master sheet. If you wish to type words in red—use red carbon at those points. If you wish to type something in green—use green carbon at that point.

29. It is also possible to write or draw on a master unit. You will need a hard, smooth writing surface. Use a firm, even pressure to make clear carbon deposits.

30. In drawing, you may first wish to trace the original pattern onto the master using a mimeoscope or light table.

31. Then, you can place the carbon sheet under the master and retrace the pattern.

32. When you have completed the master by typing, writing, or drawing on it, replace the cushion sheet so that no carbon deposits will be made on the master before it is time to run the material.

33. To use the master, remove the cushion sheet and then separate the carbon from the master at the perforations.

Now you know how to type a spirit master. Turn in your student manual to Learning Activity I and proceed from there.